



ICN Discussion Forum User Protocol

- To send a message to the group, email the address given to you by the network manager when you sign up.
- Clearly identify the subject area in the message title. Avoid using non-specific headings such as 'Help!' or 'Is it me?'
- When responding to an email, selecting the options of “reply” or “reply all” in the usual manner will automatically send your response to the entire Forum. If you wish to reply to the individual sender only, you will need to select the “Reply to Sender” option in the footer of the email. Please choose carefully.
- Forum messages are to be treated as confidential by all Forum members. Under no circumstances are Forum messages to be printed, copied, or forwarded for the purpose of sharing with any individual, authority organisation or company external to the Forum.
- Should a Forum member decide to unsubscribe from the Forum or if a Forum member is removed from the Forum for any reason, that Forum member must make every effort to delete and/or destroy all Forum messages they have received into their email inbox, including any digital or hardcopies they have stored in any location or on any device, within 7 days of their removal/un-subscription from the Forum. Any additional Forum messages discovered by the member after this 7-day period, must be deleted and/or destroyed immediately upon their discovery.
- Forum members are asked to be respectful of other members' enquiries, as the forum is used by both established consultants and those who have recently started in private practice.
- Do not attack a person or idea. Keep all comments constructive and respectful. If you want to praise or criticise, give examples as to why it is good or bad.
- Do not post anything that is unlawful, threatening, libelous, defamatory, obscene, scandalous, inflammatory, pornographic, or anything else that could give rise to any civil or criminal liability under the law.
- Do not post advertisements, whether openly or disguised, including job advertisements.



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- Do not use the forum to discuss specific contracts or tenders or the pricing or award of any contracts and tenders.
- Keep it legal, decent, honest and truthful, and we won't go far wrong!
- RTPI staff may also use the forum on an infrequent basis to survey the views of forum members.
- The RTPI reserves the right to remove content or to restrict the use of the forum to users who fail to comply with any of these protocols.
- Do not include personal data relating to any third party (such as potential or current clients) in any communication with the group under the Data Protection Act 2018.